



Committee Meeting Agenda: Needs Assessment/Evaluation (NAE) Committee

Date/Time: Monday, May 11, 2015, 1:00 p.m.

Location: Governmental Center Annex Room A-335

Chair: Karlene Tomlinson **Vice Chair:** Will Spencer

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment Process*
2. **APPROVALS:** 5/11/15 Meeting Agenda, 4/13/15 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a. Review HIV/AIDS Surveillance (Handout A)
 ACTION ITEM: Review HIV/AIDS epidemiology surveillance data, especially disparities and trends in death data. Identify trends in Broward County and make recommendations for action.
 - b. Review Needs Assessment Data & Make Recommendations (WP Items 1.1 & 1.2)
 ACTION ITEM: Review initial needs assessment data and determine if additional data is needed. Make recommendations to the PSRA & SOC committees for the PSRA process and How Best to Meet the Need.
4. **UNFINISHED BUSINESS**
5. **MEETING ACTIVITIES/NEW BUSINESS**

| <i>Goal/Work Plan Objective #:</i> | <i>Accomplishments</i> |
|--------------------------------------|--|
| Committee Members (Handout B) | ACTION ITEM: Review NAE recruitment letter and updates about potential new members contacted by HIVPC staff. |

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING:** June 8, 2015 **Venue:** Gov't Center Annex, Rm A-335

| <i>Goal/Work Plan Objective #:</i> | <i>Accomplishments</i> |
|---|---|
| Review Needs Assessment Data & Make Recommendations (WP Items 1.1 & 1.2) | ACTION ITEM: Review needs assessment data and determine if additional data is needed. Make recommendations to the PSRA & SOC committees for the PSRA process and How Best to Meet the Need. |

9. **ANNOUNCEMENTS**
10. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING IDEAS OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

- Linkage to Care • Retention in Care • Viral Load Suppression •

VISION: To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



MEETING MINUTES

Committee: Needs Assessment/Evaluation (NAE) Committee Meeting

Date/Time: Monday, April 13, 2015, 1:00 p.m.

Location: Government Center Annex A-335

Chair: Karlene Tomlinson **Vice-Chair:** Will Spencer

| ATTENDANCE | | | | | |
|------------|--------------------------------|----------|--------|---------------------|--------------------|
| # | Members | Present | Absent | Guests | Grantee Staff |
| 1 | Katz, H.B. | | E | Radlauer, J. | Jones, J. |
| 2 | Moragne, T. | X | | Ronik, M. | Vargas, J. |
| 3 | Shirley, J. | X | | Runkle, D. | |
| 4 | Spencer, W., <i>Vice Chair</i> | X | | Burgess, D. | HIVPC Staff |
| 5 | Tomlinson, K., <i>Chair</i> | X | | Myers-Culpepper, K. | Bente, A. |
| | | | | Little, S. | Sandler, C. |
| | Quorum = 4 | 4 | | Bartholomew, E. | |

1. CALL TO ORDER

The Chair called the meeting to order at 1:08 p.m. The Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. Chairs, committee members, guests, Grantee staff and HIVPC staff self-introductions were made and a moment of silence was observed.

2. APPROVALS

Motion #1: To approve today’s meeting agenda.
Proposed by: Spencer, W. **Seconded by:** Shirley, J.
Action: Passed Unanimously

Motion #2: To approve the 1/12/15 meeting minutes with one amendment.
Proposed by: Shirley, J. **Seconded by:** Moragne, T.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

- a. Committee Review HIV/AIDS Surveillance (Handouts A-1 & A-2)
 HIVPC staff explained HIV/AIDS incidence in Florida versus Broward County. There have been increases in new HIV infections, while there has been a significant decrease in AIDS infections. HIVPC staff also explained there has been an increase in new HIV infections in the Black, Hispanic, and especially White men who have sex with men (MSM) subpopulations. The Chair asked if current and future prevention efforts are geared toward populations with increases in new infections. HIVPC staff explained that priority populations come from the State Department of Health and populations may differ among local County Health Departments. There was committee discussion regarding the incidence of infections in the community. A member asked if HIVPC committees are still reviewing viral load suppression rates. HIVPC staff explained that committees are still reviewing viral load suppression rates among Part A clients, along with better efforts to reduce community viral load. The Grantee stated that greater efforts are necessary to reduce community viral load. A member stated the State Department of Health has the ability to take a snapshot of local HIV infections to monitor the situation. The Vice Chair asked if other



populous states have reduced community viral load and the method in which they overcame data collection challenges. There was discussion regarding the methods in which San Francisco is able to monitor community viral load. The committee requested further data about deaths due to AIDS, and what the primary cause of death for those cases are.

Action Item:

- Further data about deaths due to AIDS, and what the primary cause of death for those cases are.

b. **Comprehensive Plan Update (WP Item 3.1 and 3.2) (Handout B)**

HIVPC staff explained the master chart created by EGM Consulting. HIVPC staff reviewed the progress of goals, objectives, tasks, and activities on the master chart. HIVPC staff reviewed goal 1.5.1 which includes the integrated group. The Vice Chair asked if the new Exploratory Committee will address this goal. The Grantee stated the Integrated Group will focus on multiple aspects of the integrated comprehensive plan. The Vice Chair made the following motion:

Motion #4: To move the responsibility of goal 1.5.1 to the newly formed Integrated Group.
Proposed by: Spencer, W. **Seconded by:** Shirley, J.
Action: Passed Unanimously

HIVPC staff explained the goals of the Exploratory Committee, which is tasked with creating the roles of the new Integrated Group. There was committee discussion regarding collective impact among other committees, and integration of individual committee goals and objectives into other committees. HIVPC staff will update the master chart and bring it back to the committee.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

a. **Data Collection Methods Presentations**

The Needs Assessment consultants reported they have conducted extensive literature reviews, and have begun key informant interviews with HIV disease intervention specialists (DIS), case managers, and men in care. The consultants have learned that many HIV clients have misclassified as not in care, while most have just moved to a different system of care.

The consultants also reviewed key indicators from the HIVPC members, which included services/supports, demographics/racial/ethnic disparities, data, insurance/medication, and workforce development. There was committee discussion regarding conducting interviews among clients that have been lost to care. The consultants stated that interviews with DIS has given them the best methods to access those clients lost to care. There was discussion regarding stigma and the inability to link and retain clients in care. The Chair thanked the consultants and announced the committee looks forward to focus group data.

b. **Committee Members (Handout C)**

The committee reviewed specific committee demographics and methods to recruit new members to the committee. The committee discussed creation of recruitment letters to send to specific community members who would benefit the committee.

Action Item:

- Create a recruitment letter for community members

c. **Review Data (Handout D)**



HIVPC staff reviewed unmet need data, including the importance, how it is utilized in the needs assessment process, and how it is utilized in the grant. A member stated that there should be a data set that depicts clients that have been prescribed medication, but refused to adhere to an ART regimen. The Grantee stated that Continuum of Care categories must be updated to reflect this population. HIVPC staff also presented the unmet need framework in Broward County, which includes an estimate of the number of clients not receiving HIV care.

d. Update Documents (WP Item 4.3) (Handout E)

HIVPC staff explained there is only one change to the policies and procedures to which includes the committee name change. HIVPC staff asked the committee for further changes to the policies and procedures and work plan. There was discussion that items have been shifted to the System of Care (SOC) Committee. There was discussion of a joint meeting with SOC and the Priority Setting and Resource Allocation (PSRA) Committee in May. The following motion was made:

Motion #5: To approve the NAE Policies and Procedures
Proposed by: Spencer, W. **Seconded by:** Moragne, T.
Action: Passed Unanimously

6. GRANTEE REPORTS

None.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: May 11, 2015 **Venue:** Gov't Center Annex, Rm A-335

| Goal/Work Plan Objective #: | Accomplishments |
|---|--|
| Review Needs Assessment Data & Make Recommendations (WP Item 1.1 & 1.2) | ACTION ITEM: Review initial needs assessment data and determine if additional data is needed. Make recommendations to the PSRA & SOC committees for the PSRA process and How Best to Meet the Need. |

9. ANNOUNCEMENTS

None.

10. ADJOURNMENT

Without objection the meeting was adjourned at 2:49 p.m.

Needs Assessment/Evaluation Committee – CY 2015 Attendance

| Count | Meeting Month: | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|-------|------------------------------|-----|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|--------------------------|
| | Meeting Date: | 12 | 9 | 9 | 14 | | | | | | | | | |
| | | | C | C | | | | | | | | | | |
| 1 | Katz, H. B. | X | NQA | NQX | E | | | | | | | | | |
| 2 | Moragne, T. | X | NQX | NQA | X | | | | | | | | | |
| 3 | Rodriguez, J. | A | Z - 1/15 | | | | | | | | | | R - 1/15 | |
| 4 | Shirley, J. | X | NQX | NQA | X | | | | | | | | | |
| 5 | Spencer, W., <i>V. Chair</i> | A | NQA | NQX | X | | | | | | | | | W - 1/15, R-2/13, N- 3/2 |
| 6 | Tomlinson, K., <i>Chair</i> | X | NQX | NQX | X | | | | | | | | | |
| | Quorum = 4 | 4 | 3 | 3 | 4 | | | | | | | | | |

NAE Committee Minutes – 4/13/15

VISION: To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care

Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment

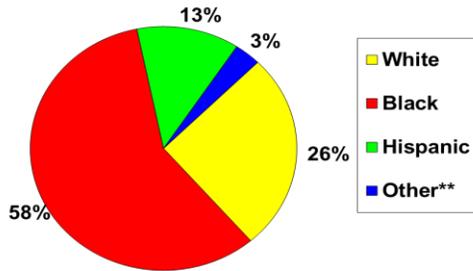
HIV Mortality, 2013

| Race/Ethnicity | Florida | | Broward | |
|-----------------|------------|------------|------------|------------|
| | # | rate* | # | rate* |
| White Male | 197 | 3.7 | 24 | 6.5 |
| White Female | 52 | 0.9 | 6 | 1.6 |
| Black Male | 323 | 22.5 | 47 | 21.3 |
| Black Female | 217 | 14 | 36 | 14.2 |
| Hispanic Male | 93 | 4.1 | 5 | 2.2 |
| Hispanic Female | 23 | 1 | 2 | 0.8 |
| Other** | 30 | 3.6 | 2 | 2.1 |
| TOTAL | 935 | 4.8 | 122 | 6.8 |

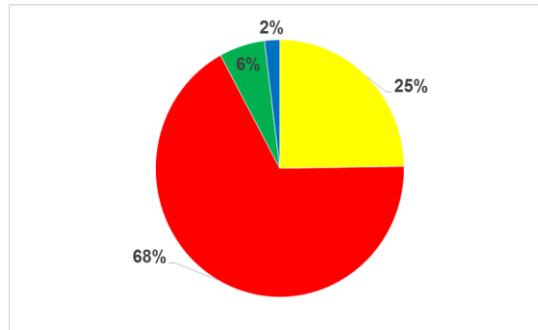
*In 1999, the underlying cause-of-death classification scheme changed from ICD-9 to ICD-10;

**Source: Florida Department of Health, Bureau of Vital Statistics, Death Certificates (as of 05/16/2014). Population data were provided by Florida CHARTS (as of 06/03/2014).

Florida HIV Resident Deaths N=935



Broward HIV Resident Deaths N=122



Median Time (in months) from AIDS Diagnosis to Death by Race/Ethnicity in 5 Time Periods, Broward County

| | Early Years | | HAART | | |
|----------|-------------|-----------|-----------|-----------|-----------|
| | 1980-1988 | 1989-1995 | 1996-2000 | 2001-2006 | 2007-2013 |
| White | 4 mo. | 14 mo. | 32 mo. | 68 mo. | 87 mo. |
| Black | 1 mo. | 8 mo. | 20 mo. | 40 mo. | 57 mo. |
| Hispanic | 1 mo. | 8 mo. | 28 mo. | 53 mo. | 58 mo. |

Comment: The median survival time nearly doubled from the Early Years, moving into the era of HAART. Survival times continued their upward climb into the early 2000's and furthermore into the late 2000's. (Data as of 06/30/2014)
 Special note: The median survival time means that half the deaths occurred before and half occurred after the number of months shown.



(Date)

Re: Needs Assessment/Evaluation Committee (NAE) Member Recruitment

To Whom It May Concern:

The Broward County HIV Health Services Planning Council (HIVPC) is the federally mandated planning body of the Ryan White Part A program that works to ensure the continuum of care for persons living with HIV/AIDS (PLWHA) in Broward County is accessible and of the highest quality. The HIVPC's NAE Committee is in need of new members, and we are contacting you because we believe you would be a good fit for the committee, or may be able to identify someone else who would be a good fit for the committee.

The purpose of the NAE Committee is to develop and update the annual Needs Assessment, including determining focus for the client survey, provider survey, and client focus groups. The committee also evaluates and updates the Comprehensive Plan to determine progress of HIV care and services provided to all clients receiving Ryan White Part A and MAI funded services in Broward. Membership of the NAE Committee should ideally consist of consumers, client service professionals, and HIV and non-HIV providers. Members can be either HIVPC or non-HIVPC members, but would preferably be individuals who bring skills related to the needs of HIV-positive Broward County residents and knowledge of various services.

The committee meets the second Monday of each month at the Ryan White Part A Program Office in the Governmental Center Annex, 115 South Andrews Avenue, Fort Lauderdale, 33301. Prospective members are asked to attend at least three consecutive NAE Committee meetings prior to being appointed to the committee. Please contact HIVPC staff at (954) 561-9681 extension 1295, or by email at HIVPC@brhpc.org should you have any questions. Please respond by (date) to ensure your receipt of this letter.

Sincerely,

Karlene Tomlinson
Chair, Needs Assessment/Evaluation Committee

Will Spencer
Vice Chair, Needs Assessment/Evaluation Committee